



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

November 2, 2017

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA's Senior Environmental Employment Program  
Project No. OA-FY18-0053

**FROM:** Michael Petscavage, Director  
Contract and Assistance Agreement Audits

A handwritten signature in brown ink that reads "Michael Petscavage".

**TO:** Donna J. Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA's Senior Environmental Employment program. This project is included in our fiscal year (FY) 2018 annual plan.

The OIG's objective is to determine whether internal controls for Senior Environmental Employment program grants provide reasonable assurance that the agency is complying with the Environmental Programs Assistance Act (P.L. 98-313) and EPA guidance and policies.

The OIG plans to conduct work at the Office of Resources, Operations and Management. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve the operational efficiency of the Senior Environmental Employment program.

We will contact your audit coordinator to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide regular updates on the progress of the assignment.

Please provide the following information by November 16, 2017:

- FYs 2016 and 2017 Quarterly Financial Status Reports.
- FYs 2016 and 2017 Quarterly Enrollee Reports.
- FYs 2016 and 2017 Quarterly Financial Award Reports.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your

resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

The project will be supervised by me and the Project Manager will be Madeline Mullen. Any information related to the project should be addressed to me at [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov) or (202) 564-0898, or Madeline Mullen at [mullen.madeline@epa.gov](mailto:mullen.madeline@epa.gov) or (206) 553-4032.

cc: Ryan Jackson, Chief of Staff  
Henry Darwin, Chief of Staff for Operations  
Kevin Chmielewski, Deputy Chief of Staff for Operations  
John Showman, Acting Deputy Assistant Administrator for Administration and Resources Management  
Lynnann Hitchens, Acting Director, Office of Resources, Operations and Management, Office of Administration and Resources Management  
Michael Hardy, Acting Deputy Director, Office of Resources, Operations and Management, Office of Administration and Resources Management  
Bobbie Trent, Agency Follow-Up Coordinator  
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